



OFFICIAL RESPONSES TO VENDOR QUESTIONS
RFA-2020-OCOM-01-DISAS

No.	Question	Answer
1.	Section 1.2 Scope of Services, Subsection 1.2.5. Are the trailers currently in place and full of inventory that must be maintained or do trailer need to be placed and filled with inventory?	The trailers are filled with inventory. One is placed and three are in Concord but the intention is to place these around the state.
2.	Section 1.2 Scope of Services, Subsection 1.2.5. As a contractor can I hire someone to help with inventory or training, is it an allowable expense?	No, DHHS will not permit subcontracting for this procurement.
3.	Section 1.2 Scope of Services Is there an option to work remotely when appropriate?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Early resignation is not permitted. The Contractor is responsible for completing the scope of services with limited direction from the Department.
4.	Section 1, Request for Services, Subsection 1.2, Scope of Services What guidance will be given to the vendor from the Department concerning training, tasks and direction?	DHHS staff will provide tasks and direction. Training may be provided for specific DART related activities.

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Disaster Animal Response Teams (DART) Manager



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5.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Would I report directly to the Department?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State.
6.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Subparagraph 1.3. What will the standard working hours for this contract?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State.
7.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Subparagraph 1.3. How will the amount of hours each week needed to be determined?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. There is no scheduled or required amount of hours each week. However, the program requests that any applicant be available for an amount of hours adequate to complete all areas of scope of service.
8.	Section 1, Request for Services, Subsection 1, Scope of Services, How much of the scope of services is the Department anticipating to be completed by September 2020?	None. Contract services will not begin until September 1 2020 or upon approval by the Governor and Executive Council, whichever is later.
9.	Section 1, Request for Services, Subsection 1, Scope of Services, Subparagraph 1.3 Compensation &	The total amount of the contract includes both hourly rate and mileage.

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	Contract Value. The rate of compensation is \$50.00 per hour for a max of 600 hours, inclusive of travel; will I be compensated for travel in addition to the \$50.00 per hour rate?	
10.	Can a vendor enter into a contract if they are currently employed with another entity?	Yes, a vendor can enter into a contract even if they have other employment; however, the program requests that any applicant be available for an amount of hours adequate to complete all areas of scope of service.
11.	Section 1, Request for Services, Subsection 1, Scope of Services, What is the process moving forward if a contractor is not able to provide the services as outlined in the scope of services within the period allotted?	Please see Appendix B, Standard Contract Language, Paragraph 8, and Event of Default/Remedies.
12.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Subparagraph 1.4 Contract Period. When is the expected start date of the contract?	September 30, 2020 or upon Governor and Executive Council approval, whichever is later.
13.	Section 1, Request for Services, Subsection 1.2, Scope of Services, Subparagraph 1.4 Contract Period. Once the contract is approved what is the period in which a vendor would know if the contract is being renewed?	Approximately three to six months prior to the completion date of the contract.

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14.	<p>Section 2, Notices, Subsection 2.12. Successful Applicant Notice and Contract Negotiations.</p> <p>Upon submission of a proposal application, am I committed to a contract if I am an applicant of interest, or is there an interview process for this position.</p>	No, you are not required to enter into a contract with DHHS. As stated in Section 2.11 of the RFA, DHHS reserves the right to require some or all applicants to make oral presentations of their application.
15.	<p>Section 2 Notices, Subsection 2.12. Successful Applicant Notice and Contract Negotiations</p> <p>Once the state enters into contract negotiations with a potential vendor, can that vendor cancel negotiations prior to signing the contract agreement?</p>	If an Applicant(s) is selected, the State will notify the successful Applicant(s) in writing of their selection and the State's desire to enter into contract negotiations. Until the State successfully completes negotiations with the selected Applicant(s), all submitted Applications remain eligible for selection by the State. In the event contract negotiations are unsuccessful with the selected Applicant(s), the evaluation team may recommend another Applicant(s). The State will not contact Applicant(s) that are not initially selected to enter into contract negotiations
16.	<p>Section 2, Notices, Subsection 2.2 Application Submission, Subparagraph 2.2.4.</p> <p>Does this mean any negotiation on services has to be stated upon applying or can this also happen during the negotiation process?</p>	No material terms of this RFA may be altered through contract negotiations.
17.	Section 3.2. Application Content	Yes.



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	Subsection 3.2.8. I am an individual applying under my LLC, as the only person in the LLC. This technically is classified as a single-member (S) LLC. Does Section 3.2.8 apply to my application?	
18.	Section 3.2. Application Content Subsection 3.2.8. Is it required to have four years of audited financials, what if I have less than that amount?	Yes, less than four years of financial audits will be non-compliant.
19.	Section 3.2. Application Content Subsection 3.2.8. Will my tax returns that are prepared by a third party be adequate documentation as audited financials?	No, tax returns will not be adequate documentation of audited financials.
20.	Upon submission of a proposal, is there an interview process?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Early resignation is not permitted.
21.	Appendix B, Contract Standard Language, Section 10 Termination.	30 days



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	Does the vendor have the right to terminate the contract in the same nature as the state?	
22.	Will questions be addressed after the cutoff date of 01/22	No, questions will only be addressed prior to the Q&A closing date of 01/22/20.
23.	Appendix B, Contract Standard Language, Section 10 Termination. In Appendix B, it states the procedure for early termination from the position. What is the condition terms for early resignation?	Please see Appendix B, Paragraph 11 of the General Provisions, Form P-37, which states that in the performance of an awarded contract, the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Early resignation is not permitted.
24.	Appendix B, Contract Standard Language, Section 14, Insurance. If I am applying as an individual, what requirements do I have concerning Insurance?	Please see Appendix B, Form P-37, General Provisions, Paragraph 14 for insurance requirements.
25.	Appendix D, Contract Monitoring Provisions, Question 4. Within the past 5 years, I worked for an organization that received funds from DHHS through a contract and I was paid my salary with those funds. Is that a Yes answer?	If you have worked for DHHS through a contract with either yourself or employed by an organization then the answer to Question 4, would be yes.
26.	Appendix D, Contract Monitoring Provisions Does this questionnaire still apply for an individual who is applying? Would I mark	All questions presented in Appendix D, Contract Monitoring provisions ally to individuals as well as entities.

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	off most questions as N/A?	